

BUILDING COORDINATOR TRAINING

**Proficiency Assessments of Wyoming Students-
Alternate (PAWS-ALT)
Student Assessment of Writing Skills-Alternate
(SAWS-ALT)**

January 24, 2013



Wyoming Department of Education

AGENDA

- Wyoming Assessment System Overview
- What's New in 2013
- Plans for 2014, 2015 and Beyond
- Test Schedule
- Participation Criteria
- Training and Certification
- ALT Design
- Before, During and After the Test
- Test Security
- Questions?



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Purpose of State Assessment in Wyoming

- Improvement of teaching and learning in schools
- Attaining student achievement targets for performance indicators established under W.S. 21-2-204, and
- Fostering school program improvement

WAEA, 2012



Wyoming Department of Education

Purpose of Alternate Assessment in Wyoming

- The Proficiency Assessments for Wyoming Students–Alternate (PAWS–ALT) and the Student Assessment of Writing Skills–Alternate (SAWS–ALT) is the statewide assessment created to ensure Wyoming’s compliance with the Individuals with Disabilities Education Act of 2004 (IDEA 2004) and the No Child Left Behind Act of 2001 (NCLB 2001).
- The PAWS–ALT/SAWS–ALT assessments are aligned with the extended Academic Content Standards in reading, mathematics, and science. They measure the academic skills of students with the most significant cognitive disabilities who meet the requirements to take the PAWS–ALT/SAWS–ALT and who have that qualification documented on their Individualized Education Programs (IEPs).



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What's new for 2013

- Training will no longer consist of Phases I and II. There will be a “one-time” on-line training and qualifying process
- Writing will be assessed on the SAWS-ALT, in a separate assessment window
- Data will be collected on Learner Characteristics Survey (LCI) which will be completed at the end of the SAWS-ALT writing assessment
- ACT is required of all students in grade 11; students with significant cognitive disabilities take PAWS-ALT and SAWS-ALT at grade 11
- EXPLORE, PLAN, and COMPASS at grades 9, 10, and 12 are required (ALTs not yet available)



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Plans for 2014, 2015 and beyond

2014

- Must adopt or develop extended grade band standards for students with significant cognitive disabilities aligned to CCSS
- May field test ALT items for grades 9, 10 & 12

2015 and beyond

- Build
 - Continue ETS contract
 - Issue RFP
- **Buy**
 - Consortium assessment
 - CCSS-aligned shelf test



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Test Matrix

Grade	NAEP Jan 28 - Mar 8	PAWS Mar 11 - Apr 5	PAWS- ALT Feb 25 - Apr 5	SAWS Apr 22 - May 3	SAWS- ALT Apr 15 - May 10	ACCESS Feb 4 - Mar 8	ACCESS- ALT Feb 4 - Mar 8
K						x	
1						x	
2						x	x
3		x	x	x	x	x	x
4	x	x	x	x	x	x	x
5		x	x	x	x	x	x
6		x	x	x	x	x	x
7		x	x	x	x	x	x
8	x	x	x	x	x	x	x
9						x	x
10						x	x
11			x		x	x	x
12						x	x



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Test Matrix, High School

Grade	EXPLORE Apr 22 - May 3	PLAN Apr 22 - May 3	ACT Plus Writing Apr 23 (May 7)	WorkKeys Apr 24 (May 8) Optional	COMPASS Apr 22 - May 3
K					
1					
2					
3					
4					
5					
6					
7					
8					
9	x				
10		x			
11			x	x	
12				x	x



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2012/2013 PAWS-ALT CALENDAR

EVENT/ACTIVITY	DATE
PAWS-ALT Test Ordering Management System Training	December 6, 2012
Pre-Id/Accommodations Window Opens	December 13, 2012
Pre-Id/Accommodations Window Closes	January 8, 2013
PAWS-ALT Online Training Window	January 9, 2013
Student Demographic Update Window Opens	January 14, 2013
Additional Orders Window Opens	January 14, 2013
Building Coordinator Webcast	January 24, 2013
PAWS-ALT Online Training Proficiency Completion due	February 22, 2013
PAWS-ALT Assessment Materials Received in Schools	February 13, 2013
Test Administration Window Opens	February 25, 2013
Additional Orders Window Closes	March 22, 2013
WDE 684 Spring Snapshot	March 29, 2013
Test Administration Window Closes	April 5, 2013
Student Demographic Update Window Closes	April 9, 2013
Last Day for Materials to arrive at ETS for Scoring	April 11, 2013
Student and School Reports	July 8, 2013



2012/2013 SAWS-ALT CALENDAR

EVENT/ACTIVITY	DATE
SAWS-ALT Test Ordering Management System Training	December 6, 2012
Pre-Id/Accommodations Window Opens	December 13, 2012
Pre-Id/Accommodations Window Closes	January 8, 2013
SAWS-ALT Online Training Window	January 9, 2013
Student Demographic Update Window Opens	January 14, 2013
Additional Orders Window Opens	January 14, 2013
Building Coordinator Webcast	January 24, 2013
SAWS-ALT Online Training Proficiency Completion due	February 22, 2013
Additional Orders Window Closes	April 26, 2013
WDE 684 Spring Snapshot	March 29, 2013
Student Demographic Update Window Closes	April 9, 2013
SAWS-ALT Assessment Materials Received in Schools	April 3, 2013
Test Administration Window Opens	April 15, 2013
Test Administration Window Closes	May 10, 2013
Last Day for Materials to arrive at ETS for Scoring	May 17, 2013
Student and School Reports	July 8, 2013



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Criteria for participation

The student's access to the Wyoming Content and Performance Standards is provided by grade-level extended Academic Content Standards for students with the most significant cognitive disabilities.	AND
The student demonstrates a significant cognitive disability that results in performance that is substantially below grade-level achievement expectations even with the use of accommodations and modifications.	AND
The student's proficiency levels are appropriately measured against Alternate Academic Achievement Standards.	AND
The student's IEP goals and objectives are based upon grade-level extended Academic Content Standards, which are reduced in breadth, depth, and complexity as compared to the Wyoming Content and Performance Standards.	AND
The student's IEP goals and objectives are based upon grade-level extended Academic Content Standards and define appropriate level of challenge given the student's present levels of performance, historical data, and rate of progress.	AND
Proficiency determined by Alternate Achievement Standards does not under-challenge the student or limit the educational opportunity of the student.	AND
The student cannot participate in the PAWS with or without accommodations, as appropriate, based on his or her IEP.	AND
The request for alternate assessment for each student is to ensure the provision of Free Appropriate Public Education (FAPE) as determined and documented by the IEP team.	



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Criteria that DO NOT determine Participation

Program setting

Category of disability

Percentage of time in the general education setting

Percentage of time in the special education setting

Developmental level or mental age of student



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Training and Certification

- Required training for the PAWS-ALT assessment is at <http://wy.ziptrain.com>
- Certification is obtained by passing the training sessions on this web site
- The Building Coordinator must ensure that all test administrators and second scorers have completed training.



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Training and Certification

Requirements

- Test Administrators/Second scorers must hold a current Wyoming certificate of Teaching License, provide instruction to the assessed student on a regular basis, and complete the PAWS/SAWS-ALT administration and scoring training requirements mandated by the WDE.
- Certified education professionals qualified to administer the PAWS/SAWS-ALT include:
 - A regular education teacher
 - A principal
 - An assistant principal
 - A school counselor
 - A school psychologist
 - A speech/language therapist
 - An occupational therapist
- Non-certified staff members, para-educators, and substitute teachers may NOT administer the PAWS/SAWS-ALT.



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2013 PAWS-ALT/SAWS – ALT

Comprised of Student Performance Events (SPE)

- In all content areas, the SPE items follow a comparable format. The primary elements of the SPE items are:
 - An extended Wyoming Academic Content Standard
 - Stimulus materials
 - Response materials
 - “SAY” , “DO”, and “EXPECT” statements
 - The embedded score point boxes



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2013 ALT Administration

Unique characteristics

- Scheduling
- Recruiting second scorer
- Training and certification
- Preparing materials



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2013 Learning Characteristics Inventory Survey (LCI)

- The purpose of the LCI Survey is to achieve a better understanding of the population who takes the PAWS-ALT and SAWS-ALT tests
- Data collected include:
 - school information
 - district contact information
 - Each student's disabilities.
 - Projected assessment of each student's achievement level on the 2013 Assessments




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Before the Administration



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Before the Administration

- Receipt of materials
- Most of the ALT shipments will be one box. If not, labels will be 1 of X.
- Retain the box from ETS; they are marked with an orange dot. 



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Shipping Notice – indicates what is in entire shipment to school

SHIPPING NOTICE

Destination:
Layne Parmenter
Urie Elementary
1707 Powers Avenue
Lyman WY 82937
USA



Origin:
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

Phone No: 307- 782- 6429

E1 Order #: 1837325

Program Name: **PAWS ALT**
ID Number: **2106002**
Test Date / Type:
Shipment Type / MMYYYY: **Initial**

Order Number: **WYA0006202**
Drop Shipment Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
10004602	769562	WY PAWS ALT T/B GRADE 3	4	S123456792 - S123456795
10004603	769581	WY PAWS/SAWS ALT DFA	2	
10004601	771412	WY PAWS ALT PRE ID KIT		See box contents form
10004603	769576	WY PAWS ALT DATA SCORE CARD	4	S345678911 - S345678914
10004603	769589	WY PAWS ALT BUILDING TEST COORDINATOR'S KIT	1	
10004602	769563	WY PAWS ALT T/B GRADE 4	4	S123456796 - S123456799
10004602	769570	WY PAWS ALT STIMULUS CARDS GRADE 4	2	S345678991 - S345678992
10004602	769569	WY PAWS ALT STIMULUS CARDS GRADE 3	1	S234567891
10004602	769569	WY PAWS ALT STIMULUS CARDS GRADE 3	1	S234567893
10004603	769590	WY PAWS ALT RETURN KIT	1	S567890123

Number of Boxes: 3

Total Quantity:

20



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Box Content

Wyoming Box Contents

ETS Distribution Center
225 Phillips Blvd.
Ewing, NJ 08628

School Name	Item #	Item Description
Antelope Charter High School	769455	WY PAWS T/R Reading Grade 03 V1-10
Antelope Charter High School	769456	WY PAWS T/R Reading Grade 04 V1-10
Antelope Charter High School	769457	WY PAWS T/R Reading Grade 05 V1-10
Antelope Charter High School	769458	WY PAWS T/R Reading Grade 06 V1-10
Antelope Charter High School	769459	WY PAWS T/R Reading Grade 07 V1-10
Antelope Charter High School	769460	WY PAWS T/R Reading Grade 08 V1-10

Pre-ID Serial # Range		
Qty	Serial # From	Serial # To
25	Q100000156	Q100000180
27	Q100000181	Q100000207
32	Q100000208	Q100000239
30	Q100000240	Q100000269
25	Q100000270	Q100000294
34	Q100000295	Q100000328

Non Pre-ID Serial # Range		
Qty	Serial # From	Serial # To
5	Q200002370	Q200002374
5	Q200002473	Q200002477
5	Q200002576	Q200002580
5	Q200002679	Q200002683
5	Q200002782	Q200002786
5	Q200002885	Q200002889



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Materials from ETS

PAWS-ALT and SAWS-ALT

- **Building Coordinator's manual**
- **Combined PAWS-ALT and SAWS-ALT Directions for Administration Manual**
- **Grade specific Test Books**
 - **2 per student**
- **Stimulus cards – 1 pack per student**
- **Score Sheets – 1 booklet per student**
- **Pre-ID labels – 4 per student (PAWS-ALT)**
- **UPS return labels**
- **Student roster**



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Materials from ETS

Additional Materials for SAWS-ALT only

- **Learner Characteristics Inventory (LCI) Survey – 1 per student**
- **Pre-ID labels – 6 per student**



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LCI survey

- New this year – LCI is a printed document, not an online survey
- Return survey to ETS with the SAWS-ALT test materials



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Place pre-ID label here.



2013 Learner Characteristics Inventory Survey (LCI)

Please complete a separate LCI Survey for each student to whom you administered the 2013 PAWS-ALT. Thank you for providing this critical information about the students who you teach and support.

Questions 1–10 are mandatory.

1. Please enter your district email address. _____
2. Please enter your student's eight digit Student WISER ID. _____
(You can confirm the Student WISER ID with a building administrator.)
3. Please provide your school district. _____
4. Please provide the name of your school. _____
5. Student's Grade-Level:
 - ☐ 3rd
 - ☐ 4th
 - ☐ 5th
 - ☐ 6th
 - ☐ 7th
 - ☐ 8th
 - ☐ 9th
 - ☐ 10th
 - ☐ 11th
 - ☐ 12th

Score Sheet Booklet

(Same booklet for all grades)

- **New this year: one booklet that is perforated**
- Includes separate score sheets for:
- Test Administrator – purple
- Second Scorer - green



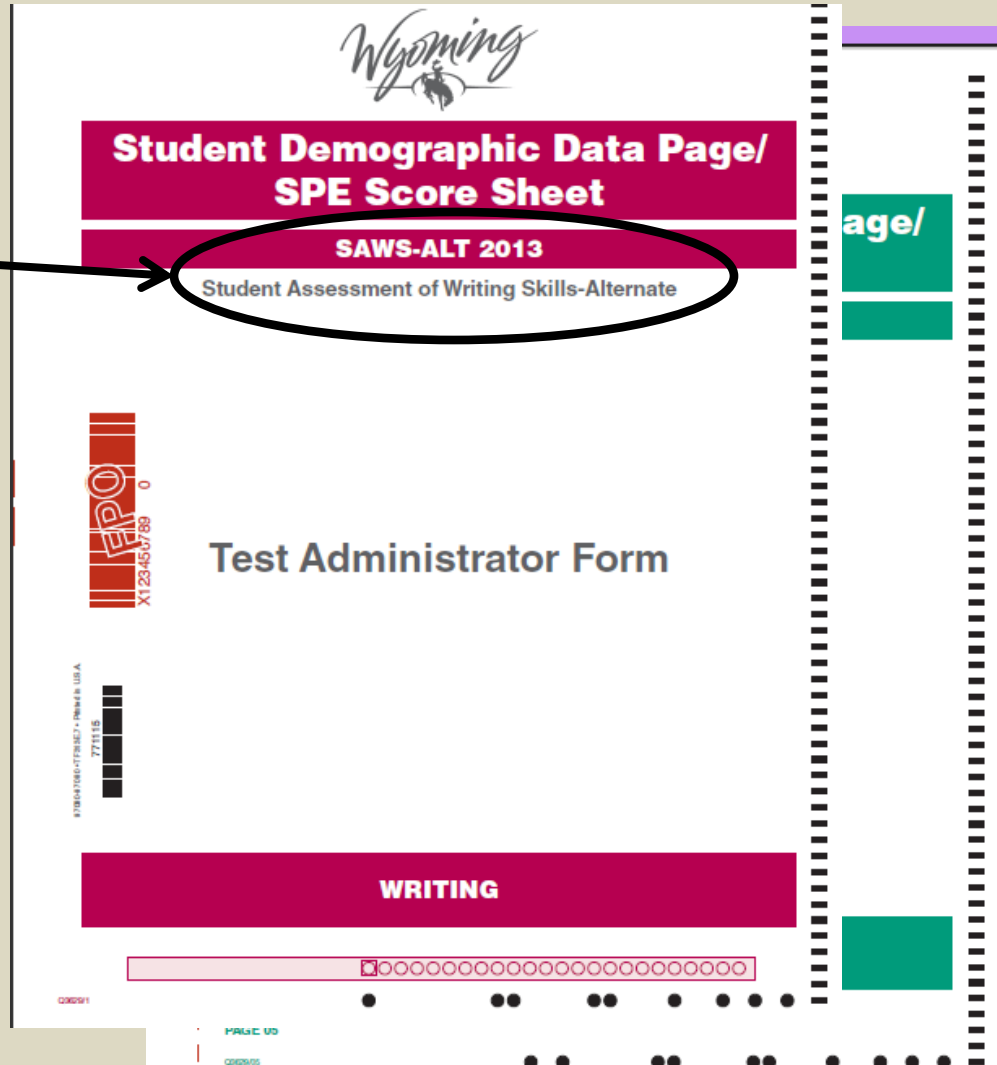
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The image shows a sample of a PAWS-ALT 2013 Student Demographic Data Page/SPE Score Sheet. The page is white with a pink header and footer. The header contains the Wyoming state logo and the title "Student Demographic Data Page/ SPE Score Sheet". The footer contains the text "PAWS-ALT 2013" and "Proficiency Assessments for Wyoming Students-Alternate". The main body of the page is white and contains the text "Test Administrator Form". There are two vertical bars on the right side of the page: a purple one and a green one. The page is perforated along the right edge. The bottom of the page has a pink bar with the text "READING, MATHEMATICS, and SCIENCE". The page number "PAGE 05" is visible at the bottom left.

SAWS-ALT

Score Sheet Booklet

- Be sure to use the **SAWS-ALT booklet for the Writing Assessment**
- Do not copy – for additional copies call the ETS Customer Support Center




The image shows a sample of the SAWS-ALT 2013 Student Demographic Data Page/SPE Score Sheet. The document is titled "Wyoming" at the top. Below the title, it says "Student Demographic Data Page/ SPE Score Sheet". A red oval highlights the text "SAWS-ALT 2013" and "Student Assessment of Writing Skills-Alternate". The page is labeled "Test Administrator Form". On the left side, there is a red vertical bar with the text "EPO" and "X123-456789". Below this, there is a small black bar with the text "771115". At the bottom, there is a red bar with the text "WRITING". To the right of the red bar, there is a row of small circles, some of which are filled in. The page is marked with a dashed line on the right side.



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Materials from ETS

- Pre-ID labels **PAWS-ALT**
 - Affix one to the test administrator's score sheet
 - Affix one to the second scorer's score sheet
 - Two extras in case of loss or damage

XXXXPROGRAM/STATEXXXX	
XXXXXXXXXXLASTNAMEXXXXXXXXXX	XXXFIRSTNAMEXXX X
	DOB: XXXXXXXXXXXX
YYYMM123456789	Grade: XX
	Gender: X
	Admin: XXXXXXXXXXXXXXXXXXXX
	School ID: XXXXXXXXXXXX
School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
WISER ID: XXXXXXXXXXXXXXXX	



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Materials from ETS

- Pre-ID labels **SAWS-ALT**
 - Affix one to the test administrator's score sheet
 - Affix one to the second scorer's score sheet
 - **Affix one to the LCI Survey**
 - Three extras in case of loss or damage
 - If there is no label for a student, return the completed LCI Survey to ETS as is – do not write additional information on the survey.



Wyoming Department

XXXXPROGRAM/STATEXXXX	
XXXXXXXXXXLASTNAMEXXXXXXXXXX	XXXFIRSTNAMEXXX X
	
YYYMM123456789	
	DOB: XXXXXXXXXXXX
	Grade: XX
	Gender: X
	Admin: XXXXXXXXXXXXXXXX
	School ID: XXXXXXXXXXXX
School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
District Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
WISER ID: XXXXXXXXXXXXXXXX	

Before the Administration

PAWS-ALT and SAWS-ALT

The Building Test Coordinator should meet with the Test Administrators

- Second scorers identified
- Distribute the DFA manuals
- Review procedures, policies, and security measures
- Verify that all the ALT students have been scheduled for the correct assessments



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Before the Administration

SAWS-ALT

- Verify that the ALT students have been included in the LCI Survey. **The survey should be given at the completion of the SAWS-ALT assessment, and within the SAWS-ALT administration window.**



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Before the Administration

Distribute assessment materials to Test Administrators

- 2 test books per student
- 1 set of stimulus materials per student

SAWS-ALT

- 1 LCI survey per student



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Before the Administration

Distribute the Score Sheets and labels

- **For pre-ID'd students**, instruct the test administrator to separate the score sheets from the booklet and to affix the pre-ID labels to **BOTH** of the Score Sheets



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Before the Administration

- **Non-Pre-ID students.** These are the students that were not identified as ALT students in the TOMS system prior to January 8, 2013.
- There will be no Pre-ID label for these students
- The demographic information on the Score Sheets will need to be completed and gridded
- Once completed, the Score Sheets are to be handled the same as the Pre-ID'd students



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Before the Administration

- If you have any questions on the materials you receive, call ETS Customer Support at
877-327-9415



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During the Administration



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During the Administration

- Monitor the test sessions
- Each student should be in a suitable testing environment
- Incidents – any interruption of testing should be reported to Pari Swanson at the WDE
- Illness or inability to complete assessment must be reported to Pari Swanson at the WDE at 307-777-5292



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After the Administration



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After the Administration

- Confirm that all students have been tested
- Gather all assessment materials
- Confirm that all Pre-ID labels are affixed properly
- Review all Score Sheets for accuracy



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Review the Score Sheets

Pre-ID students

- affix label within dotted lines
- complete the information in boxes 1 and 5
- in box 6, write the student's name, but do not grid it
- in box 7, be sure the Test Administrator (or Second Scorer) name is written and gridded



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2013 Wyoming PAWS-ALT Student Demographic Data Page

MARKING INSTRUCTIONS

- Use a No. 2 pencil only
- Do not use ink, ballpoint, or felt tip pens
- Make solid marks that fill the response completely
- Erase cleanly any marks you wish to change
- Make no stray marks on this form.

1 District/School Information

DISTRICT NAME _____

SCHOOL NAME _____

2 Form Completed by
☒ Test Administrator

3 Gender
☐ Male ☐ Female

4 Grade
☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

5 Scorer Certification
☐ Yes ☐ No

6 Student Name

LAST NAME FIRST NAME M

7 Test Administrator Name

LAST NAME FIRST NAME

8 BIRTH DATE

MONTH DAY YEAR

JAN ☐ FEB ☐ MAR ☐ APR ☐ MAY ☐ JUN ☐ JUL ☐ AUG ☐ SEP ☐ OCT ☐ NOV ☐ DEC ☐

9 WISER ID Number

10 District Number

11 School Number

12A Ethnicity

☐ Hispanic/Latino
☐ Non-Hispanic/Latino

12B Race

☐ Asian
☐ Native Hawaiian/Pacific Islander
☐ American Indian/Alaskan Native
☐ Black
☐ White

ALIGN TOP OF LABEL HERE
 If student barcode labels are being used, position label WITHIN the dotted lines.

PAGE 07

The seal of the State of Wyoming is a circular emblem. It features a central figure, a woman representing Justice, holding a scale of justice and a sword. She is flanked by two men: one on the left in a cowboy hat and the other on the right in a military uniform. The background is a landscape with a rising sun and mountains. The text "GREAT SEAL OF THE STATE OF WYOMING" is inscribed around the border. Inside the seal, the words "EQUITY", "JUSTICE", "LIBERTY", and "ORDER" are visible, along with the date "JULY 10 1900".

- If there is no Pre-ID label for a student be sure that ALL boxes are completed

- Information must be written and gridded as indicated.

[illegible]

Scorable materials

PAWS-ALT

- Score Sheets from the test administrator and from the second scorer

SAWS-ALT

- Score Sheets from test administrators and second scorers
- The completed LCI Surveys from the test administrators



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SAWS-ALT School Header Sheet



Student Assessment of Writing Skills – Alternate 2013 SCHOOL HEADER SHEET

1.

Building Name: _____

District Name: _____

2. Building Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

3. District Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

4. Number of Student Demographic Data Pages returned under this Header Sheet.

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

INSTRUCTIONS

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the BUILDING NAME and the DISTRICT NAME on the lines provided.
- 2&3. If the School Header has the Building Code and District Code already filled in, you don't need to enter anything into these boxes. If you are using a blank School Header, in the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles. In the row of boxes under the words DISTRICT CODE, indicate the District Code and grid the corresponding bubbles.
4. In the row of boxes under the words NUMBER OF STUDENT DEMOGRAPHIC DATA PAGES RETURNED UNDER THIS HEADER SHEET, write the total number of Student Demographic Data Pages returned. Fill in the zeros before the actual number (i.e., 000005 or 000015, etc.).
5. Print your name and date as the person completing this form.

5. The Building Test Coordinator should complete this form.

The information provided on this Header Sheet has been reviewed by me and is accurate.

Print Name _____

Date _____



LCI Survey Header Sheet



Learner Characteristics Inventory Survey (LCI) 2013 LCI HEADER SHEET

1. Building Name: _____
District Name: _____

2. Building Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

3. District Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

4. Number of LCI surveys returned under this Header Sheet.

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

INSTRUCTIONS

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

- Write the BUILDING NAME and the DISTRICT NAME on the lines provided.
- If the School Header has the Building Code and District Code already filled in, you don't need to enter anything into these boxes. If you are using a blank School Header, in the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles. In the row of boxes under the words DISTRICT CODE, indicate the District Code and grid the corresponding bubbles.
- In the row of boxes under the words NUMBER OF LCI SURVEYS RETURNED UNDER THIS HEADER SHEET, write the total number of LCI surveys returned. Fill in the zeros before the actual number (i.e., 000005 or 000015, etc.).
- Print your name and date as the person completing this form.

5. The Building Test Coordinator should complete this form.

The information provided on this Header Sheet has been reviewed by me and is accurate.

Print Name _____

Date _____



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Q0045-1

1 2 3 4

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772017



PAWS-ALT School Header Sheet

Sample of a completed school header



Proficiency Assessment of Wyoming Students – Alternate 2013 SCHOOL HEADER SHEET

1. Building Name: **Sunrise Elementary**
District Name: **Laramie CO Dist No.1**

INSTRUCTIONS

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the BUILDING NAME and the DISTRICT NAME in the spaces provided.

2. Write the BUILDING CODE and the DISTRICT CODE already filed in, you don't need to enter anything into these boxes. If you are using a blank School Header, in the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles. In the row of boxes under the words DISTRICT CODE, indicate the District Code and grid the corresponding bubbles.

3. In the row of boxes under the words NUMBER OF STUDENT DEMOGRAPHIC DATA PAGES RETURNED UNDER THIS HEADER SHEET, indicate the number of Student Demographic Data Pages returned. Fill in the zeros before the actual number (i.e., 000005 or 000015, etc.).
4. Print your name and date as the person completing this form.

On pre-slugged headers #2 & #3 will be filled out

2. Building Code

1101029

2	2	2	2	2	2
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

3. District Code

1101000

2	2	2	2	2	2
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

4. Number of Student Demographic Data Pages returned under this Header Sheet.

12

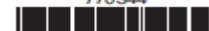
000012

Put zeros in front of the number

5. The Building Test Coordinator should complete this form.

The information provided on this Header Sheet has been reviewed by me and is accurate.

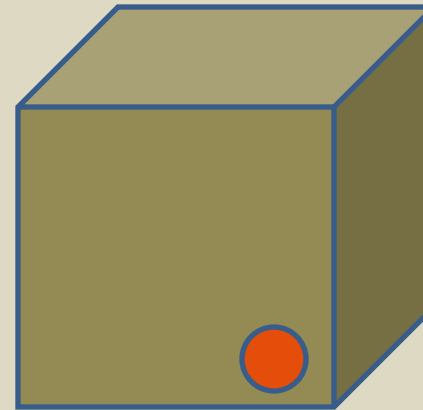
Coordinator signature 1/24/13



PAWS-ALT Return of Materials



**Score Sheets:
UPS 2 day air**



**All other materials:
UPS ground**



Wyoming Department of Education

Return of Scorable Materials

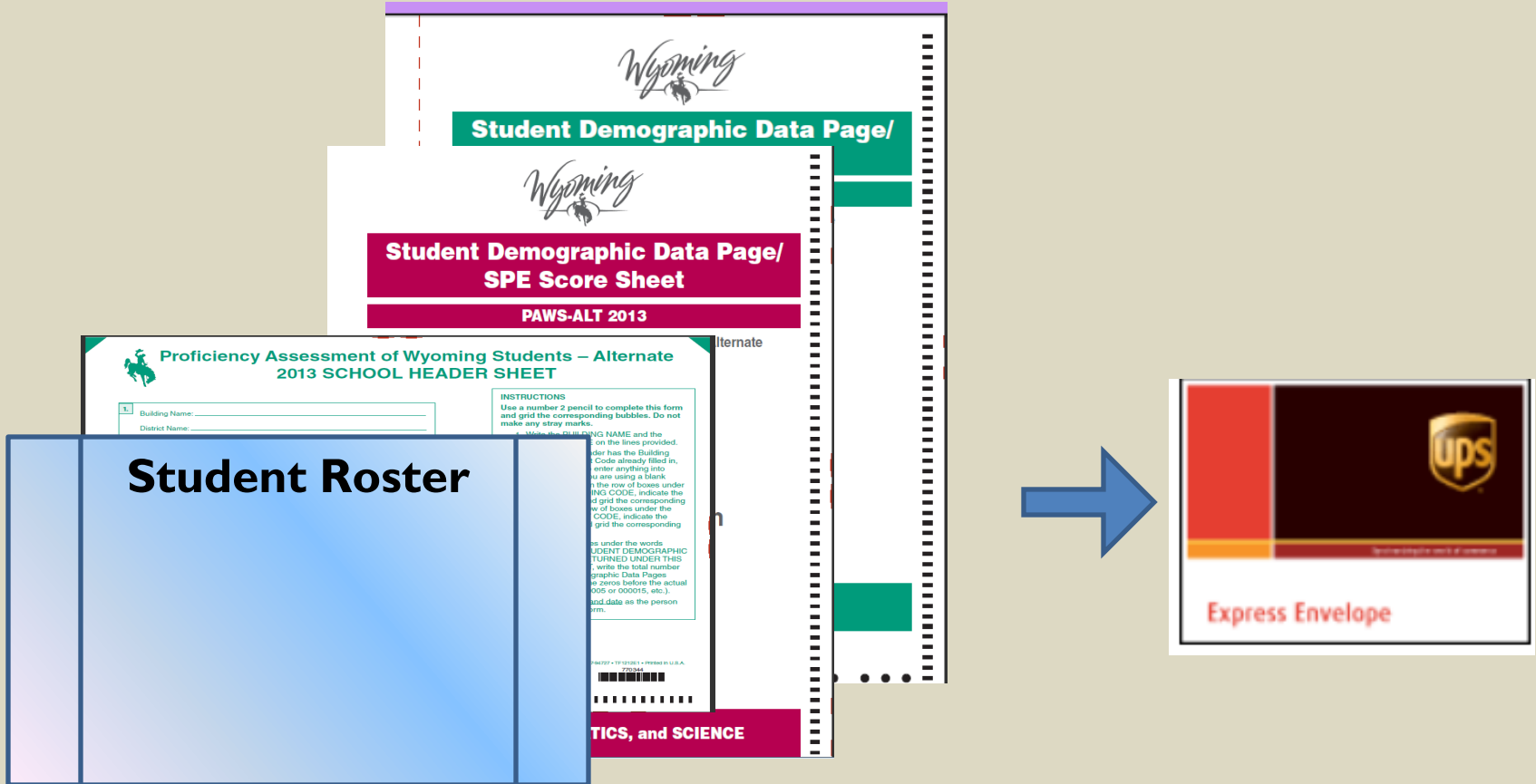
- Place the completed School Header and the Student Roster on top of the used Score Sheets
- Place above items in the pre-labeled UPS envelope
- Call UPS for pick-up



Wyoming Department of Education

PAWS-ALT

Return of Scorable Materials



Wyoming Department of Education

Non-scorable Materials

- Test Books
 - Used Test Books
 - Unused Test Books
- All stimulus materials



Wyoming Department of Education

Return of Non-Scorable Materials

Brown Boxes

- Non-scorable materials being returned **MUST** be returned in the same box in which they were shipped
- These brown boxes are marked with orange dots which indicates “WYOMING” to the warehouse



Wyoming Department of Education

PAWS-ALT

Items not to be returned

- All manuals
- Unused Score Sheets
- Unused Pre-ID labels
- Return Instructions
- Extra UPS labels



Wyoming Department of Education

PAWS-ALT

Return of Non-Scorable Materials

UPS Labels

- Use the UPS labels included with your materials. They are coded and will be activated as soon as UPS scans them into the system. This will ensure faster processing for Wyoming shipments.



Wyoming Department of Education

PAWS-ALT

Return Instructions

- **NOTE:** Return instructions have changed since the PAWS-ALT BCM was printed. Defer to the **Return Instructions** included with your materials.



Wyoming Department of Education

PAWS-ALT

PAWS ALT 2013 RETURN INSTRUCTIONS

Important Timelines for Returning Materials for Students

Testing Window	UPS Material Pickup (Must Be Shipped by)
February 25 th – April 5 th	April 9 th

PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY
ERRORS IN PACKING CAUSE DELAYS IN
PROCESSING SCORE REPORTS

PAWS ALT Building Test Coordinator Responsibilities

- ☐ Check to be sure that no score sheets are inside the test books or stimulus material
- ☐ Sort TO BE SCORED from NOT TO BE SCORED and NOT TO BE RETURNED

TO BE SCORED **(UPS ENVELOPE)**

- ☐ Used Students Demo Data Pages/SPE Score Sheets
- ☐ School Header
- ☐ Security checklist/Student Roster

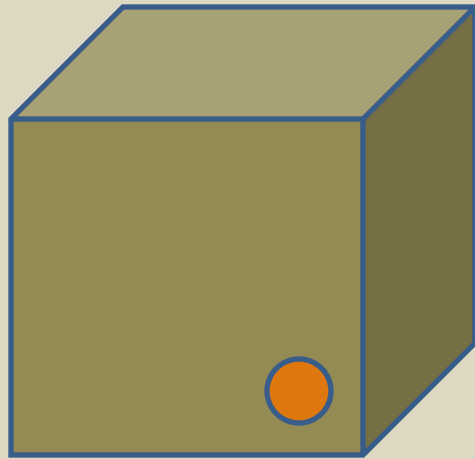
NOT TO BE SCORED **(Brown Box)**

- ☐ Used/Unused Test Booklets
 - ✓ Reading
 - ✓ Mathematics
 - ✓ Science
- ☐ Stimulus Materials

NOT TO BE RETURNED

- ☐ Building Test Coordinator Manual
- ☐ Return Instructions
- ☐ Extra UPS Return Labels
- ☐ PAWS ALT & SAWS ALT Combined DFA
- ☐ Unused Student Demo Data Pages/SPE Score Sheets

SAWS-ALT Return of Materials



All materials are returned in brown box(es) via UPS 2 day air



Wyoming Department of Education

Return of Scorable Materials: LCI Surveys

- Place the completed LCI Header (orange) on top of the completed LCI surveys
- Place LCI Survey and LCI Header into the included White Envelope
- Seal the White Envelope



Wyoming Department of Education

SAWS-ALT

Return of Scorable Materials: LCI Surveys

Please print label here.

Wyoming

2013 Learner Characteristics Inventory Survey (LCI)

Please complete a separate LCI Survey for each student to whom you administered the 2013 FAWIS-ALT. Thank you for providing this critical teach and support.

**Learner Characteristics Inventory Survey (LCI)
2013 LCI HEADER SHEET**

1. Building Name: _____
District Name: _____

2. Building Code: _____ 3. District Code: _____ 4. Number of LCI surveys returned under this Header Sheet: _____

INSTRUCTIONS
Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the BUILDING NAME and the DISTRICT NAME on the lines provided.

2 & 3. If the School Header has the Building Code and District Code already filled in, you don't need to enter anything into these boxes. If you are using a blank School Header, in the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles. In the row of boxes under the words DISTRICT CODE, indicate the District Code and grid the corresponding bubbles.

4. In the row of boxes under the words NUMBER OF LCI SURVEYS RETURNED UNDER THIS HEADER SHEET, write the total number of LCI surveys returned. Fill in the zeros before the actual number (i.e., 00005 or 000015, etc.).

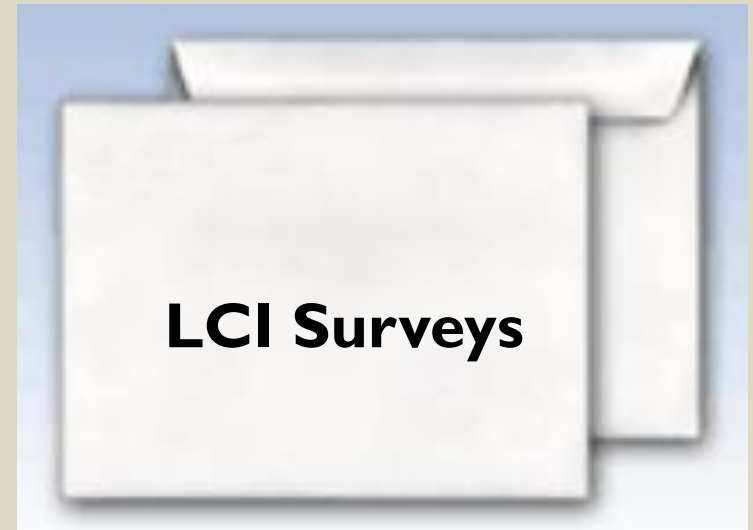
5. Print your name and date as the person completing this form.

5. The Building Test Coordinator should complete this form.
The information provided on this Header Sheet has been reviewed by me and is accurate.

Test Name: _____ Date: _____

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STANDARD FORM NO. 750-117



Wyoming Department of Education

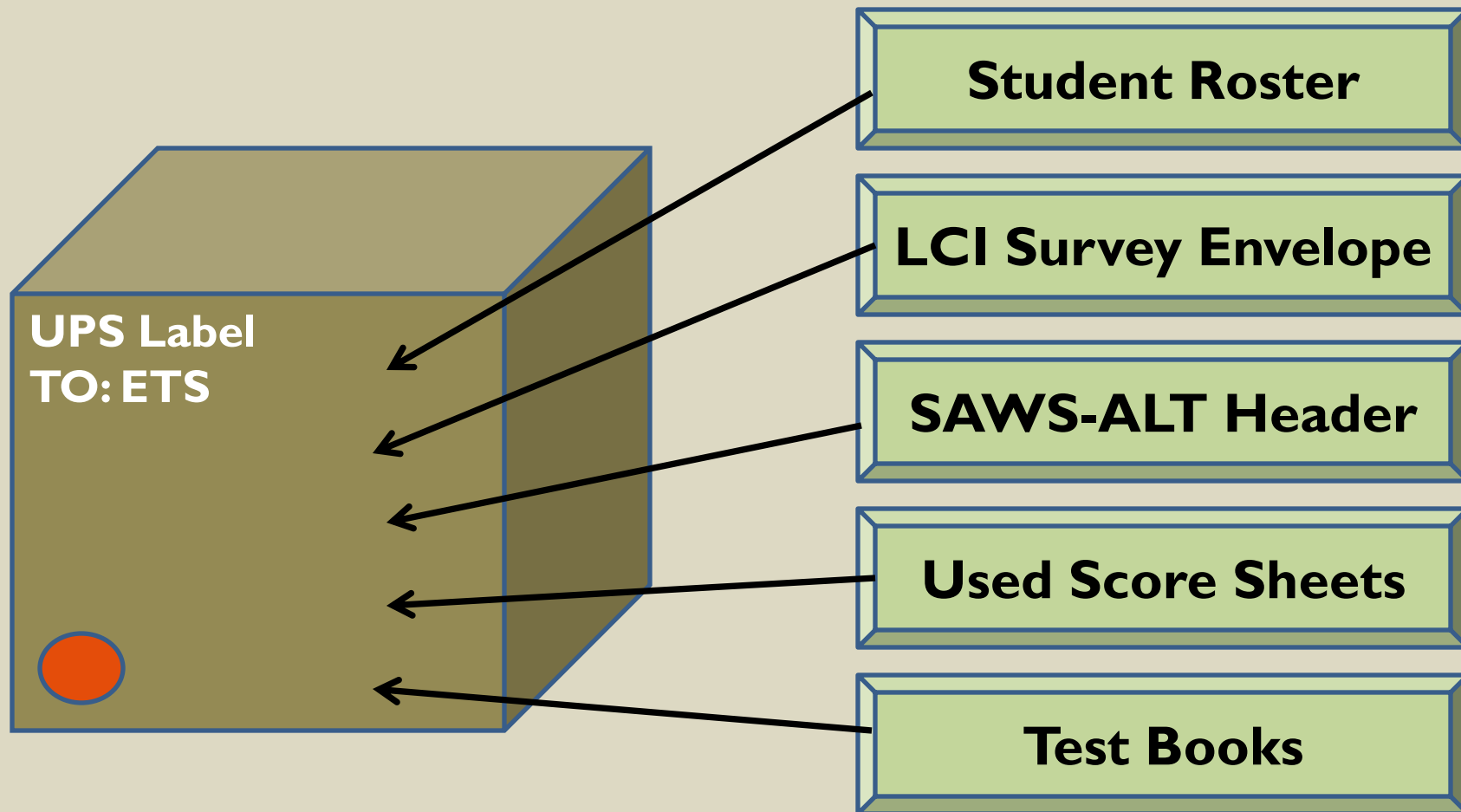
Return of Scorable Materials: Score Sheets

- Place the completed SAWS-ALT School Header (purple) on top of the used Score Sheets



Wyoming Department of Education

SAWS-ALT



Packing SAWS-ALT Materials into Brown Box(es)

Wyoming Department of Education

Return of SAWS-ALT Materials

- Seal the brown box
- Complete the UPS label
- Call UPS for pick-up

800-877-1497



Wyoming Department of Education

Completing the UPS Label

- Label box 1 of X
- Fill out School Name
- Fill out School Code



Wyoming Department of Education

A sample UPS shipping label form. At the top, it says "SHIP TO:" followed by "455 RETURNING", "300 LUCKY DRIVE", "ELMIND NJ 08638". To the right, it says "5 LB RS" and "WEIGHT". Below this is a QR code and the text "NJ 086 0-04" with a barcode. Further down, it says "UPS 2ND DAY AIR" and "TRACKING # 1Z 000 000 0T 0011 000" with a large number "2". Below that is another barcode. At the bottom, there are three steps: "STEP 1 - BOX" with a barcode, "STEP 2 - CTR NAME", and "STEP 3 - CENTER". Red arrows point from the list items to these sections: "Label box 1 of X" points to the top right, "Fill out School Name" points to the "STEP 2 - CTR NAME" section, and "Fill out School Code" points to the "STEP 3 - CENTER" section.

Contacts for PAWS-ALT and SAWS-ALT

- **ETS Customer Support**
877-327-9415
- **WDE, Pari Swanson**
307-777-5292



Wyoming Department of Education

Test Security

Test Administrator Security Agreement

I acknowledge that I will have access to the SAWS examination and test materials for the purpose of administering the examination. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the examinations to any other person through verbal, written or any other means of communication.
2. I will not copy any part of the tests or test materials.
3. I will keep the tests secure until the tests are actually distributed to pupils.
4. I will limit access to the test and test material by test examinees to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages or other test items independently or with pupils or any other person before, during or following testing.
7. I will return all test materials to the designated building coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the directions for test administration and test administration manual prepared by the testing contractor.
10. I have been trained to administer the tests.

Signed _____

Print Name _____

School _____

District _____

Date _____

This form may be photocopied



Wyoming Department of Education

Irregularity Report Form

SAWS-Irregularity Report Form

The SAWS Building Coordinator may use this form to provide the required information to the Wyoming Department of Education, Assessment and Standards Division at Jessica.Steinbrenner@wyo.gov or fax to (307)-777-6234

School/Building _____ School Code:

Building Coordinator Name _____ Date of Report _____

Coordinator Telephone: _____ Coordinator email: _____

Check All That Apply

- ☐ Testing Irregularity
- ☐ Inappropriate Test Preparation
- ☐ Security Breach

- Test Disruption
 - ☐ Power Outage
 - ☐ Fire Alarm
 - ☐ Construction
 - ☐ Other

Grade involved: _____
Number of Students Involved: _____

Briefly describe the irregularity. DO NOT include the names of staff members or students involved. Include details of how the incident was verified and any actions taken locally.

This form may be photocopied



Wyoming Department of Education

Questions?



Wyoming Department of Education


TOMS

- URL: <http://wyedu.ets.org/>
- Call Wyoming support if you don't have a password
- If adding a student – must do PAWS-ALT and SAWS-ALT separately
- Verify that students are registered for BOTH




Wyoming Department of Education

TOMS PORTAL

Statewide Assessments

[SIGN IN](#) | [CONTACT US](#)



For Wyoming District and Building Test Coordinators

Sign in to the ETS Test Order Management System (TOMS) to manage student demographic information and order materials.

[Sign In](#)

Wyoming Statewide Assessments

Welcome, Wyoming District and School Administrators and Teachers

This portal was created by Educational Testing Service (ETS) on behalf of the Wyoming Department of Education to provide administrators and teachers with access to calendars, forms, instructions and other documents that are needed to coordinate the Proficiency Assessments for Wyoming Students (PAWS), Student Assessment of Writing Skills (SAWS) and the PAWS-ALT and SAWS-ALT tests.

Within the secure Test Order Management System, approved administrators can review and update student demographic information and order test materials.

Learn More

- [About the Tests](#)
- [Training](#)

Parents and Students


Learn more about the Wyoming Statewide Assessments and find sample questions on the Wyoming Department of Education's website.

Pre-Administration Training

View videos that provide direction for administering the 2013 statewide assessments.

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Sign in

Building Coordinator
Training Video and
Building Coordinator
Manual



Wyoming Department of Education